

Finance Job Function

Accountant V

Grade: 59

Job Code: F0059P

Job Family: Accounting

Job Family Matrix: [Accounting \(Finance\) Matrix](#)

Summary

Provide specialized expertise in analysis, reporting, and compliance to develop accounting systems and resolve financial problems.

Core Duties

- Lead accounting activities for a department/unit
- Function as a subject matter expert or project lead on accounting
- Lead highly complex accounting analysis; develop and implement solutions for complex issues
- Ensure accurate and timely financial reporting
- Approve staff-developed journal entries
- May prepare tax documentation and financial statements
- Enhance the control environment by establishing and auditing effective accounting processes and systems
- Provide specialized accounting advice on advanced issues
- Identify areas for efficiency or improvement within existing policies and procedures, recommend improvements
- Provide staff mentoring and training
- Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations

Basic Qualifications

- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 8 years' relevant work experience

Additional Qualifications and Skills

- MBA or Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced excel skills
- Advanced knowledge of accounting principles and tax regulations
- Demonstrated experience with Financial systems and data query tools

Certificates and Licenses

- CPA Preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting